

**March 15, 2019**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington or Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 p.m., April 11, 2019**.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,  
Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
STATE ACCIDENT FUND**

**OFFICE SPACE IN LEXINGTON OR RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – State Accident Fund**

- Location: Lexington or Richland County
- Expected occupancy date: As soon as possible
- Total space needed is approximately 17,000 rentable square feet +/- depending on the circulation and common area factor. Please include both rentable and usable square feet in the proposal to include the common area factor (%).
- Ideal set up should include, but is not limited to:

**Personnel Areas:**

- 1 Executive Office of approximately 180 square feet
- 47 offices of approximately 120 square feet each
- Open floor area to accommodate 40 cubicles, 48 square feet each in size (Cubicles to be provided by Agency)

**Standard Support Areas:**

- 1 large reception area of approximately 200 square feet, to accommodate up to 12 people at a time
- 2 beverage alcoves (6 linear feet of cabinet with U.C. refrigerator, sink and microwave) of approximately 48 square feet each
- 2 break rooms of approximately 200 square feet each to accommodate seating up to 10 people each at a time
- 2 print alcoves of approximately 40 square feet each with 8 linear feet of upper and lower cabinets for supply storage and printer
- 4 copy/print/supply rooms of approximately 120 square feet each with a dedicated floor mounted printer and storage
- 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
- 1 LAN/computer room of approximately 250 square feet with floor mounted racks, with separate HVAC or separate thermostat for temperature control and backup power with a door that is secured with a lock
- 2 storage closets no shelving of approximately 50 square feet each



- 2 small storage rooms of approximately 120 square feet each
- 1 large storage room of approximately 250 square feet
- 1 board room for seating up to 20 people of approximately 600 square feet
- 2 medium conference rooms for seating up to 8 people of approximately 250 square feet each
- 2 small conference rooms for seating up to 4 people of approximately 120 square feet each
- 1 focus/privacy room of approximately 50 square feet
- 1 open area for 10 file cabinets of approximately 90 square feet
- 1 open work room with work surface and storage of approximately 120 square feet

**Special Support Requirements:**

- 1 auditorium of approximately 1,200 square feet (a common area auditorium could be acceptable)
  - Seat 100 people at tables
  - Independent temperature control preferred
  - Equipped with PA system and overhead projector (provided by landlord)
- 1 computer training lab for 8 people of approximately 300 square feet
- Automated key card access system that provides the agency with the capability to limit access to the area through all entry points (to be provided by landlord)
- Staff entrance and exit without passing through the reception area
- Operation of facility will require heating and air conditioning 24/7
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 118 parking spaces are desired. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 5, 7 and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposal that require the pass-through of any increases in operating expenses above the amount included in the rent are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**



- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms> or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by Real Property Services by **4:00 p.m., April 11, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with State Accident Fund (agency). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-7178  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

